

# BUDGET LETTER

**NUMBER:**

BL 08-32

**SUBJECT:** SUBMISSION OF BUDGET MATERIALS TO THE LEGISLATURE AND  
THE LEGISLATIVE ANALYST'S OFFICE**DATE ISSUED:** December 12, 2008**REFERENCES:****SUPERSEDES:**  
BL 07-32

**TO:** Departmental Budget Officers  
Department of Finance Budget Staff

**FROM:** DEPARTMENT OF FINANCE

- A. **Budget Information.** Please remember that budget decisions are confidential until after the Governor's Budget is released on or before January 9, 2009. Accordingly, budget information must not be released outside the department. The Department of Finance (Finance) will provide preliminary confidential budget information to the Legislative Analyst's Office (LAO) starting in late December.
- B. **Supplemental Budget Documents.** Departments must submit 12 copies of the following supplemental budget documents to the appropriate Finance Budget Unit. Finance will transmit these documents to the LAO and the Legislative Fiscal Committees. The copies are due to your Finance budget analyst as soon as possible after final decisions are made, but no later than January 5, 2009.
1. **Approved Budget Change Proposals (BCPs).** Departments must revise partially-approved BCPs to reflect only the approved portion.
  2. **Supplementary Schedules.** Departments must submit Supplementary Schedules of Operating Expenses and Equipment, Federal Funds, and Reimbursements that conform to the final Governor's Budget.
  3. **Change in Authorized Positions (Schedule 2).** Departments must submit Schedules of Changes in Authorized Positions that conform to the final Governor's Budget.

Exceptions to these deadlines must be approved in advance by the appropriate Program Budget Manager. Please call your Finance budget analyst if you have any questions.

/s/ Veronica Chung-Ng

Veronica Chung-Ng  
Program Budget Manager